

**THE TULALIP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:**       Poker Board Person

**POSITION NUMBER:** ON GOING

**NOTE:**   Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:**

- ☐ High School Diploma or GED equivalent preferred.
- \*If applicant does not meet this education requirement the employer will allow 6 months from date of hire to obtain this job requirement as a condition of employment.

**SKILLS:**

- ☐ Must have excellent math skills. (**Test required passing with 80%**)
- ☐ Must have excellent penmanship and spelling ability.
- ☐ Ability to follow directions given, either verbal or written.
- ☐ Must have a basic knowledge of poker games.
- ☐ Must be able to consistently demonstrate positive guest relations.
- ☐ Ability to maintain effective working relationships with department supervisors and employees.
- ☐ Must have an excellent memory with attention to detail.
- ☐ Excellent decision making and problem solving skills with emphasis on the ability to evaluate and assess complex situations.
- ☐ Ability to maintain composure, think clearly and perform well under pressure in a fast paced environment.

**EXPERIENCE:**

- ☐ Minimum of six (6) months experience working with the public utilizing customer service/relation skills.
- ☐ Minimum of six (6) months computer experience working with MS Word, Excel programs.

**OTHER REQUIREMENTS:**

- ☐ Must be 18 years of age or older.
- ☐ Must maintain a professional appearance, well groomed and in issued uniform, at all times.
- ☐ Must be willing to attend progressive job related training as deemed necessary or required.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must have a successful employment history with Tulalip Tribal and/or other employment entities.

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity for the operation of a keyboard, routine paperwork, and handling chips.
- ☐ Ability to sit, stand, and/or walk for long periods of time.
- ☐ Tolerance to work in a smoke filled environment

**Tribal Department:**   Casino Poker Room

**Employee Classification:**   Non-Exempt

**Job Summary:**   Responsible for effectively maintaining the poker board by writing player's names under games requesting to play, and keeping the board updated. Maintains card set-up including cleaning, maintains files, answers the Poker Room phones, and assists with the seating of players.

**Employee Reports To:**   Poker Room Floor Supervisor or designee

**Extent of Job Authority:**   Under the direction of the Floor Supervisor, performs the duties of the board person in accordance with established policies and procedures.

**Specific Duties Performed:**

1. Assists dealers, players, and Floor Supervisors with player buy-ins and payoffs.
2. Maintains card set-up, to including card cleaning.
3. Answers the Poker Room phones, taking messages when necessary and routing to appropriate person.

4. Maintains an efficient filing system.
5. Assists Floor Supervisor/Shift Manager with seating players as required.
6. Maintains an efficient poker board, writing player's names under requested games.
7. Announces player to particular game or seat when name is called.
8. Attends to player needs.
9. Performs other job related duties as requested.

**Terms of Employment:** This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

**Pay Range:** \$12.72 per hour

**Opening Date:** ON GOING

**Closing Date:**

**Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.**

**\* Required documents must be submitted prior to interviewing.**